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**ADMINISTRATIVE
MANAGEMENT**

SOCIETY WILLOW GROVE, PA. 19090

March 25, 1966

Honorable William F. Raborn
Director of Central Intelligence
Washington, D. C. 20505

FEDERAL PAPERWORK MANAGEMENT AWARDS

The Officers and Directors of the Administrative Management Society are pleased to announce the second in a series of annual awards for outstanding leadership and professional excellence in promoting effective management of paperwork in the Federal Government.

On the occasion of the first Federal Paperwork Management Award Ceremony, September 28, 1965, Mr. John W. Macy, Jr., Chairman of the U. S. Civil Service Commission, said "These outstanding accomplishments need to be identified and held up as examples that will inspire and encourage the efforts of others toward additional improvements and progress in paperwork management."

Twenty-two Federal Agencies submitted nominees for the award in 1965. Six of the candidates received the Administrative Management Society's plaque. This year we hope that even more agencies will participate. The Society sincerely believes that this program is a most important means for focusing attention on one of our critical areas of management.

It is our sincere hope that your agency will have a nominee this year. Details concerning the award are contained in the enclosures.

Additional copies of the poster and the nomination procedure are being sent under separate cover to your personnel officer. We will be pleased to answer any questions you may have concerning the award.

/s/

ROBERT C. WALKER, EXECUTIVE DIRECTOR

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